



LIST OF VACANT POSITIONS as of (January 2022)

NAMRIA-RSP-Form03 Rev05

Map your future with us!

The NATIONAL MAPPING and RESOURCE INFORMATION AUTHORITY (NAMRIA) an attached government agency of the Department of Environment and Natural Resources (DENR) is mandated to act as the "Central Mapping and Resource Information Agency" of the government. Our vision is to be the center of excellence, building a geospatially-empowered Philippines.

APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to **email** at **hrmsrecruitment@namria.gov.ph** the **original scanned copies** of the following application documents (per position applied for)

a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

Usec. PETER N. TIANGCO, PhD, CESO I
Administrator, NAMRIA

b. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

c. **Work Experience Sheet** (CSC Form No. 212 Attachment - Work Experience Sheet) (csc.gov.ph)

d. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form or its equivalent (for government employees); and

e. Other **Application Documents**:

e.1) Certificates of Trainings Attended;

e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);

e.5) College Diploma and Transcript of Records (TOR);

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.6) Service Record (for government employees); and

e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies.

2. The **original and photocopy** of the scanned documents shall be presented for HR authentication **upon request of the HR Officer**.

2.a The photocopy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

3. External applicants shall download and accomplish the **Applicant's Qualification form**

(<http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>) and email it, in excel format, along with the required documents.

4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>_<ITEM**

NUMBER>_<Division/Branch><Full Name of Applicant> (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II_NAMRIAB-ADOF2-17-2005_AD/SSB Maria Natividad)

5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

7. The submitted application documents (hard and electronic copies) shall be solely used for recruitment purposes and shall be **retained** for a period of **one (1) year**; afterwards, they shall be disposed of in accordance with applicable laws and office regulations.

8. DEADLINE OF APPLICATION: FEB 28 2022

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO
OIC, Administrative Division



Usec. PETER N. TIANGCO, PhD, CESO I
Administrator



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LIST OF VACANT POSITIONS as of JANUARY 2022
MAPPING AND GEODESY BRANCH (MGB) - (4) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Cartographer III	NAMRIAB-CGR3-7-1998	SG 11	PHP 25,439.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	<ol style="list-style-type: none"> 1. Designs cartographic symbols of geographic features for application on topographic and thematic maps. 2. Performs cartographic enhancement of digital maps for publication. 3. Reviews individual work for validity and accuracy of the technical details involved. 4. Performs advanced operation of Computer Aided Design (CAD) and cartographic software. 5. Performs field survey identification and verification using GPS or any necessary equipment. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities 								
2	One (1) Printing Quality Control Officer II	NAMRIAB-PQCO2-1-1998	SG 14	PHP 32,321.00	CSC Minimum Requirement	Bachelor's Degree	One (1) year of relevant experience	4 hours of relevant training	CS Professional Second Level Eligibility	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Reprography and Printing and 2) Cartographic Enhancement								
	Job Description:	<ol style="list-style-type: none"> 1. Sets up quality control system to ensure that production work are done within standards. 2. Checks samples of reproduced copies for approval of superior. 3. Prepares reports of activities on quality control operations. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities 								
3	One (1) Head Pressman	NAMRIAB-HPMAN-2-1998	SG 13	PHP 29,798.00	CSC Minimum Requirement	High School Graduate	3 years of relevant experience	16 hours of relevant training	Pressman (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform/execute Technical Competency on: 1) Reprography and Printing 2) Cartographic Enhancement								
	Job Description:	<ol style="list-style-type: none"> 1. Implements quality control system to ensure that production works are done within standards. 2. Supervises the preventive maintenance of all equipment/machineries in the unit to minimize down time. 3. Plans work schedules for maximum performance and utilization of equipment. 4. Supervises adjustments and pre-setting of dampener and ink rollers. 5. Supervises blanket and plate cylinder clearances before printing a proof copy. 6. Checks samples of reproduced copies for approval of superior. 7. Distinguishes different types of paper used in printing. 8. Prepares report of the activities of staff. 9. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities 								

	One (1) Photolithographic Technician I	NAMRIAB- PLT1-3- 1998	SG 06	PHP 16,877.00	CSC Minimum Requirement	Highschool Graduate or completion of relevant vocational/ trade course	None required	None required	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)
4	Technical Competencies required	Has the ability to perform/execute Technical Competency on: 1) Reprography and Printing								
	Job Description:	1. Assists in digital/ conventional reprographic operations. 2. Performs basic computer operations used in reprography and printing. 3. Assist in mass production of printed plates use for press proofing and mass production of Topographic maps. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
*** NOTHING FOLLOWS ***										



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- 1. Application Letter (indicating the position being applied for and its corresponding item number)
- 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5. Photocopies of the following:
 - 5.1 College/High school Diploma
 - 5.2 Transcript of Records (TOR)
 - 5.3 Valid Professional Regulation Commission (PRC) License*
 - 5.4 CSC - Authenticated Career Service Eligibility*
 - 5.5 Certificate/s of Previous Employment*
 - 5.6 Service Record*
 - 5.7 Certificates of Trainings Attended*
 - 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *
- 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



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